

MONROE COUNTY

JOB DESCRIPTION

Position Title: PRINCIPAL COMPREHENSIVE PLANNER		Date: 09/07/00
Position Level: 11	FLSA Status: Exempt	Class Code: 11-8

GENERAL DESCRIPTION

The primary function of this position is to provide high level professional planning service to the County; provides primary assistance to the Comprehensive Planning Manager in managing the day to day activities of the Comprehensive Planning Section; provides primary review and oversight of on-going projects and staff reports. Conducts long-range planning study under the direction of the Planning Director and Comprehensive Planning Manager.

KEY RESPONSIBILITIES

1. *Prepare and oversee preparations of amendments to the Land Development Regulations, 2010 Comprehensive Plan, FLUM and Zoning Maps.
2. *Provide leadership and training for entry-level staff in the Monroe County LDRs, Master Plans and Comprehensive Plan.
3. *Prepare and supervise preparation of technical policy reports and studies.
4. Prepare and maintain technical planning and GIS data-bases.
5. Analyze planning proposals spatially, using the GIS.
6. Represent County at public hearings and meetings.
7. Preside over preapplication conferences related to Land Use Changes and Comprehensive Plan amendments.
8. Present analysis and recommend action on development proposals to decision making bodies at public hearings and compose final resolution and development orders.
9. *Provides leadership for planning staff and community in preparing the LCP Plans.
10. Provide project management of consultant studies including RFQ preparation, consultant selection, contract negotiation and project over-site.
11. Respond to inquiries and coordinate with the public, state, and federal agencies on long-range Monroe County planning issues.
12. Supervise Senior Planner and Planners in the Comprehensive Plan section.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Master's Degree required in Planning or related field, or in a closely related field.
<i>Experience:</i>	3 to 5 years, with a least 2 years of local planning experience.
<i>Impact of Actions:</i>	Makes decision and final recommendation, which routinely effect the activities of an entire division. Position duties may include responsibility for developing strategic plans.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgement is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for team leadership within a department for specific assigned projects. Project management for grant funded and consultant studies, including contract negotiations and evaluation of work performed.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	AICP certificate preferred.

APPROVALS		
<i>Department Head:</i>		
Name: <u>Aref Joulani</u>	Signature: 	Date: <u>4/10/06</u>
<i>Division Director:</i>		
Name: <u>RONDA NORMAN</u>	Signature: 	Date: <u>4/10/06</u>
<i>County Administrator:</i>		
Name: _____	Signature: 	Date: <u>4/24/06</u>

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On this date I have received a copy of my job description relating to my employment with
Monroe County.

Name: _____ Signature: _____ Date: _____